

Fred Sullivan
Chairman

Janine L. Burke
Executive Director



Scott Avedisian
Mayor

Warwick Sewer Authority
125 Arthur W. Devine Boulevard
Warwick, RI 02886
Voice: (401) 739-4949 Fax: (401) 739-1414
T.D.D. (401) 739-9150

Board Meeting Minutes

Thursday, July 15, 2010, 6:00 p.m.
125 Arthur W. Devine Boulevard
Warwick, RI 02886

Board Members in Attendance:	Guests:
Fred Sullivan, Chairman	
Aaron Guckian	
Gary Jarvis	
Steven Sylven, P.E.	
Peter Ginaitt	
Staff Present:	
Janine L. Burke, Executive Director	John Revens, WSA Legal Counsel
	Mathew Solitro, Collection System Manager
Patrick Doyle, Assistant Superintendent	Lynda Ortiz, Finance/Customer Serv. Mngr.

Prior to this regular meeting, staff conducted a tour of the renovated administration and operations buildings.

1. Call to Order At 6:06 p.m. Chairman Sullivan called this meeting to order.

2. Approval of Minutes

a. Approval of minutes from the regular meeting held June 24, 2010.

ACTION: Mr. Ginaitt stated after reviewing the minutes, I move passage. Mr. Guckian seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Guckian, Sylven and Jarvis voted in favor of the motion. Motion approved.

3. March 30, 2010 Pawtuxet River Flooding/City of Warwick State of Emergency

a. Operations & Maintenance Report

Director Burke stated we are back in our administrative offices but have spotty telephone and computer service at present. She said the effluent is sparkling; we are back in compliance with our permit limits. She said we are still operating

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on temporary power and work will continue on the electrical systems through Thanksgiving. Director Burke stated Superintendent Burke has created a revised budget for the reconstruction project; we estimate between \$10 and \$12 million to complete the reconstruction. She said we have applied for a \$1 million grant for new turbo blowers and a new control package for the dissolved oxygen system. She said we are meeting with our FEMA project officer to complete federal project worksheets to submit for reimbursement. She said Mat Solitro has completed the worksheets for the road reconstruction; worksheets for the levee are next.

b. Collection System Report

Director Burke pointed out that in the Consent Agenda there is a letter to the Xavier Court property owners regarding the March floods. She said since those letters were mailed, we have received claims from both homeowners. She said at the next meeting, she would like to schedule an executive session to review the claims with legal counsel.

c. Purchase Authorization

i. Royal Engineering, Inc.: Ductless split system, \$12,783.00

ACTION: Mathew Solitro discussed with the Board the need for the replacement of the Operations/SCADA Room air conditioning system impacted by the March flood. He said Royal Engineering holds a contract with the City of Warwick which includes fixed costs for labor. He said Regan Plumbing and Heating was invited to submit a proposal but did not respond. Director Burke asked that the Board piggyback the City contract and authorize the purchase.

Director Burke stated with the State of Emergency lifted, WSA will resume standard purchasing procedures and present to the Board for authorization any purchase requisition over \$5,000.

Mr. Sylven moved approval of the purchase. Mr. Ginaitt seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Sylven and Jarvis voted in favor of the motion. Mr. Guckian unavailable for vote. Motion passes.

ii. Hart Engineering Procurement Authorization

Chemical metering pumps, control panels and related accessories to replace pumps destroyed during the flood: \$73,575.00

ACTION: Director Burke stated you have already approved the contract with Hart Engineering up to \$10 million; these purchases fall under that contract. She said the Superintendent has provided documentation on this procurement for Board consideration. Director Burke discussed the

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15% markup that Hart is charging. She stated for certain items where Hart's effort was minimal, the markup was reduced to 5%.

Mr. Sylven moved approval. Mr. Ginaitt seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Sylven and Jarvis voted in favor of the motion. Mr. Guckian unavailable for vote. Motion approved.

- iii. Hart Engineering Procurement Authorization
Replacement of (4) AUMA actuators for the Primary Tank sluice gates:
\$23,500.00

ACTION: After some questions and discussion by the Board, Director Burke offered to provide to the Board a schematic of the plant operating system to assist in the understanding of the treatment process and equipment used in the process. Mr. Ginaitt moved approval of the purchase. Mr. Sylven seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Sylven and Jarvis voted in favor of the motion. Mr. Guckian unavailable for vote. Motion passes.

- iv. Purchase Authorization held from June 24, 2010 meeting.

ACTION: Director Burke reviewed the purchase requests with the Board and responded to their questions. Mr. Sylven moved approval. Mr. Jarvis seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Sylven and Jarvis voted in favor of the motion. Mr. Guckian unavailable for vote. Motion approved.

d. Financial Report of Flood Expenses

ACTION: Director Burke provided the Board with a spreadsheet of all flood expenses to date. She said right now, actual expenses the City has incurred for operations is about \$1.8 million; road repairs were \$331,000. She said other expenses you don't see on the spreadsheet are being paid directly by the insurance company (i.e. building reconstruction).

4. Operations and Maintenance Division

5. Construction Division

a. Sewer Project Update Report

- i. Sandy Lane Sewer Extension Balancing Change Order, \$23,106.98

ACTION: Mr. Sylven asked what is the basis for the change? Mr. Solitro reviewed the itemized change order with the Board. Director Burke stated this is a 2.2% increase in the original contract amount.

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Mr. Ginaitt moved approval. Mr. Sylven seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Sylven and Jarvis voted in favor of the motion. Mr. Guckian unavailable for vote. Motion approved.

ii. Governor Francis Farms II: Pump Station Change Order

ACTION: Director Burke asked that this item be tabled to the next meeting; consulting engineer Todd Ravenelle (GRA, Inc.) will be present to explain the change order. Mr. Ginaitt moved to table. Mr. Sylven seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Sylven and Jarvis voted in favor of the motion. Mr. Guckian unavailable for vote. Motion passes.

iii. Kirby Avenue Sewer Extension: Approval of Easement(s)

ACTION: Attorney Revens stated you can approve the language of the easement and authorize that it be executed once we receive an affirmative response from the property owners. He said WSA is promising to seek to amend the Facilities Plan to include the Vecchione property, in consideration of him granting the easement to the Authority. He said an amendment to the Facilities Plan requires DEM approval. Director Burke stated WSA may amend the Facilities Plan within the next year and will ask that this area be incorporated into the Plan. She said this was articulated in a letter to the property owner. She said DEM is expecting WSA to include this area in our next Facilities Plan (DEM deadline for submittal December 2011).

Mr. Ginaitt moved to accept the amended letter replacing the language %construct a stub+with %install a stub+. Mr. Guckian seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Guckian, Sylven and Jarvis voted in favor of the motion. Motion approved.

iv. Bayside IV/Longmeadow

Director Burke stated DEM approval is pending. She said we have learned that the use of Contract AA for this project requires State procurement certification. Attorney Revens stated he will speak with the city solicitor and will review the legal opinion of the former WSA legal counsel.

6. Billing Services Division

Director Burke introduced Lynda Ortiz to the Board. Ms. Ortiz will serve as the WSA Finance and Customer Service Manager in the Billing office.

a. Sewer Assessment Rate

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- i. Resolution to approve 2010 Sewer Assessment Rate
ACTION: Continued from June 24, 2010 meeting.

Director Burke stated that she had drafted a resolution based on last meeting's discussions on the sewer assessment rate; the resolution has been reviewed by Attorney Revens and financial consultant Dave Bebyn. She said the resolution sets the assessment rate at \$82.00 for the current sewer projects including any Contract AA sewer extensions, and requires a new rate study for any large sewer construction projects. Mr. Ginaitt suggested an assessment review/analysis be conducted every 18-24 months. Director Burke stated now that our financial consultant has created the model, it can be updated periodically as we consider new major construction projects. She said the usage rate study applies to a five-year period. Chairman Sullivan suggested the assessment rate be reviewed every twelve months. Attorney Revens stated the language of the resolution can read at a certain month each year the Board will revisit the issue to determine if a new rate study is necessary. He said this can appear on your docket every year for consideration.

Mr. Guckian made a motion to set the assessment rate at \$82.00. Mr. Ginaitt seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Guckian, Sylven and Jarvis voted in favor of the motion. Motion approved.

Mr. Guckian made a motion to revisit the rate study every April. Mr. Sylven seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Guckian, Sylven and Jarvis voted in favor of the motion. Motion approved.

b. Sewer Assessment Abatement

Name	Service Address	Reason	Amount
Jacqueline H. McDavid	v/l Oak Tree Avenue Plat 365 Lot 0232	Originally assessed on 2.21 acres; Land survey shows 2.022 acres only	\$2,156.32
Jacqueline H. McDavid	105 Oak Tree Avenue Plat 365 Lot 0231	Originally assessed on 3.38 acres; Land survey shows 3.323 acres only	\$577.82

ACTION: Director Burke stated the property owner presented surveys to document that the acreage is less than that reflected in the assessment. Mr. Jarvis moved approval. Mr. Sylven seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Sylven and Jarvis voted in favor of the motion. Mr. Guckian unavailable for vote. Motion passes.

c. Sewer Assessment Deferment (New)

Name	Year	Address	Reason
City of Warwick Fire Station No. 5	1	450 Cowesett Road, Plat 233 Lot 0067	Municipal property

ACTION: Director Burke stated Fire Station No. 5 is now connected to our sewer system. Mr. Ginaitt moved approval. Mr. Jarvis seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Sylven and Jarvis voted in favor of the motion. Mr. Guckian unavailable for vote. Motion approved.

7. Administrative Items

a. Director's Report

- i. FY 2011 Budget
- ii. Financial Report
- iii. Administrative Schedule

ACTION: Director Burke stated I will have information for you at the next meeting. She confirmed that the next Board meeting is July 29, 2010.

b. Chairman's Report

- i. Amendments to By-Laws

ACTION: Chairman Sullivan stated we need to start looking at the RI DEM permit list to be proactive on the cesspool phase outs. He said there are properties in Conimicut Point that do not have sewer service but are on the DEM list. He said we should look at the possibility of sewerage that area. Director Burke asked for the Chairman's help in prioritizing those areas where sewers are needed.

Chairman Sullivan stated the septage haulers' regulations should be reviewed. He said if the haulers dump at WSA, they must produce a manifest that tells us which properties they have pumped and if they are serviced by a cesspool or a septic system. He said if a hauler picks up in Warwick and dumps in Cranston, we do not see the manifest; we have no way of building our database. Chairman Sullivan stated he would like to amend the septage haulers' regulation to include the requirement that if they pick up in the City of Warwick, no matter where they dump, they must provide WSA with a copy of the manifest. Mr. Ginaitt stated if the City creates a wastewater management district, WSA will need the ability to follow the waste to confirm compliance with the program.

Director Burke stated following the March 2010 Flood, Ruth Simmons, President of Brown University, contacted Mayor Avedisian to see if there was anything they could do to help. She said she was working with them on a few projects, one being researching wastewater management districts and resources required to run such a program. She said that while it's a city responsibility, it makes sense that the program be housed at WSA, however, additional resources would be needed. Mr. Ginaitt stated our mission should speak to the preservation of the environment; there is a balance between the economy and running this business, but the reason why we are doing it is the furtherance of protecting what is our gem in RI, Narragansett Bay.

8. Consent Agenda – Correspondence

- a. WSA letters to Xavier Court property owners (6-21-10)

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- b. WSA MSCP Quarterly Report to CRMC (6-28-10)
- c. WSA Monthly Financial Report to City Council (7-1-10)
- d. WSA letter to Cheryl Idone regarding sewer assessment (7-2-10)
- e. WSA Supplemental notice of meetings (7-2-10)

ACTION: Mr. Ginaitt moved approval. Mr. Jarvis seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Sylven and Jarvis voted in favor of the motion. Mr. Guckian unavailable for vote. Motion passes.

9. New Business No new business presented.

10. Old Business

- a. Buttonwoods Fire District
- b. WSA Deferment Policy
- c. Mandatory Sewer Connection Program
- d. Sewer Tie-In Loan Fund
- e. Facilities Plan Update
- f. Abatement of Pretreatment Charges
- g. Sewer Assessment Rate
- h. Safety Valve Insurance Revenue Sharing Proposal
- i. Sewer Assessment Abatement: Plat 363 Lot 0782

11. PUBLIC COMMENT PERIOD

Comments only may be addressed to the WSA Board who will take them under advisement.

Chairman Sullivan invited the public to comment. No one stepped forward to speak.

12. Adjournment

Mr. Ginaitt moved approval. Mr. Sylven seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Sylven and Jarvis voted in favor of the motion. Mr. Guckian unavailable for vote. Motion approved.

At 7:30 p.m. this meeting ended.

Aaron Guckian, WSA Secretary

Date of Approval